

## Move Amounts

For part-time, semi-monthly workers who have a pre-determined number of regular work hours, and work more than that, those hours must be moved to a different pay code in order for the hours to be sent correctly to GHRS.

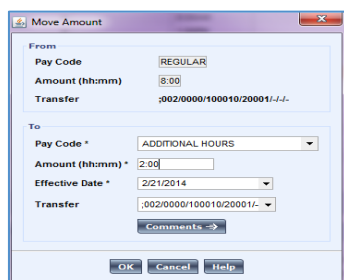
- 1
  - From the employee timecard, select the correct pay period.
  - Highlight the date row in the timecard.
  - From the **Totals & Schedule** tab, select **Daily** from the drop-down menu.

TOTALS & SCHEDULE			LEAVE REPORTING PERIOD VIEW	AUDITS
Daily				
Account	Pay Code	Amount		
002/0000/100010/20001/-/-/-	REGULAR	8:00		

- 2 Choose **Amount > Move** from the Action Bar on the timecard.



- 3 The **Move Amount** window displays.



- 4 Enter the number of hours in the **Amount** field. These are the additional hours over the generated hours in GHRS for the pay period. Verify the **Effective Date** and **Transfer** field. **Comments** are optional. Select **OK** and **Save** the page.

TOTALS & SCHEDULE			LEAVE REPORTING PERIOD VIEW	AUDITS	Moved Amount
Daily					
Account	Pay Code	Amount			
002/0000/100010/20001/-/-/-	REGULAR	6:00			
002/0000/100010/20001/-/-/-	ADDITIONAL HOURS	2:00			

- 5 To verify, highlight the **Date** row again in the timecard. From the **Totals & Schedule** tab, select **Daily** from the drop-down menu. The **Additional Hours** pay code and time should display correctly in the pane.

**Note:** For part-time, semi-monthly employees who work fewer than their specified hours for the pay period, the non-worked hours must be added to the timecard using the **Leave Without Pay** pay code to prevent overpayment.